

TI-000 TOPICAL INDEX TO THE CONTRACT AUDIT MANUAL**TI-001 Topical Index**

This section is an internal index to the Contract Audit Manual (CAM). It is an alphabetical listing of subjects captioned in the individual CAM subsections.

TI-002 Other Resource Availability

DCAA maintains the full text of the CAM, all Standard Audit Programs, Proforma Reports, Supplemental Materials, and Audit Guidance on our current Intranet. DCAA's Intranet also provides links to other locations that contain regulations and guidance such as FAR, DFARS, BLS, OMB Circulars, and other FAR Supplements.

TI-003 Adobe Acrobat Reader as a Search Engine (Selecting CAM as an Index)

a. The complete text of the CAM should be installed on the hard drives of all DCAA computers in PDF format and should be available as a Search Index in the Adobe Acrobat Reader. If unavailable, follow these instructions:

1. Open Acrobat 6.0.
2. Select Edit/Search and you will see the Search Task Pane.
3. Click the Use Advanced Search Options at the bottom of the Task Pane.
4. Using the Look In drop down arrow, choose Select Index...
5. Once the Index Selection dialog box appears, click Add and you will see an Open Index File dialog box appear (note: if you see CAM in the available indexes, go to step 7).
6. Navigate to the .PDF CAM folder, usually C:\CAM and select the CAM Index.pdx file.
7. If not already indicated, ensure there is a Checkmark in the box next to the CAM Index, then click OK.
8. Once indexing is complete, use the menu to select Edit, Preferences. Once the Preferences dialog box appears select Search from the list

on the left and click on "Always Use Advanced Search Options" then click OK.

b. If the instructions above fail or you do not have Adobe 6.0 or higher, contact your CompUSA technician for help. For information on prior versions of Adobe see a prior version of CAM.

TI-004 Searching the CAM using Adobe

a. Auditors have the capability to search, locate, print, cut, and paste information with Adobe. Various search features enable users to "look up" or search for words, phrases, or numbers within documents stored on their hard drives. Auditors can:

- conduct single word, multiple contiguous word, and wildcard searches, and
- export and/or print entire documents (including graphic images), or selections from one or more documents.

b. To search the Adobe CAM Index, follow these instructions:

1. Open Acrobat 6 (ensure you have selected CAM as an Index and you have selected "Always Use Advanced Search Options" in the Edit Preferences dialog box, see TI-003).
2. Click the Search button (binoculars) and a Search Task Pane will appear on the right.
3. Using the Look In drop down arrow, choose Currently Selected Indexes.
4. Type your specific word search into the dialog box provided in the task pane.
5. Navigation to the individual hits is now possible by using the "plus sign" next to the hit to expand or double clicking on any item in the results pane.
6. Use the zoom option to select the best viewing option.
7. Searching can be refined by using the options available in the Advanced Search Task Pane.

c. Additional help on searching is available on the Adobe Help Menu (link provided at the bottom of the Task Pane).

TI-005 Cutting & Pasting with Adobe

Adobe has several cut and paste alternatives. Because of the two column formatting of CAM and depending on the application, auditors should pay particular attention to the alternative used.

a. The following method can be used for Excel or Word. It will yield optimum results when performing simple editable text transfers to Word:

1. Click on the Select Text Tool to initiate the copy tool and select the desired text. By holding the Ctrl key before selecting the desired text, you can copy from more than one page but both columns must be copied.
2. Right click on the highlighted section and select Copy or use Edit/Copy from the menu.
3. Use the Paste features in Word to insert the copied text into a new "blank file" (a blank file is necessary because of the procedure in 5 below).
4. When the items are pasted into Word a Paste Options button may appear

at the bottom of the inserted text. If this occurs, use the down arrow on the button and click on the Keep Text Only option.

5. Select Format/AutoFormat from the menu and click OK. Note: if you do not take enough text for the AutoFormat to reconfigure the format you may have to reformat the information yourself (or you can repeat the process acquiring a larger amount of information).
- b. The following method will yield optimum results when performing non-editable text transfers to Word or Excel:

1. Click on the Snapshot Tool to initiate the graphics tool.
2. Select the desired area by initiating a left click at the beginning of the area you want to copy and drag the plus sign to the end of the area. When the mouse is released you should get an Adobe reader message indicating the selected area has been copied to the clipboard. You can snapshot an entire page into the clipboard by simply left clicking anywhere on the page.
3. Use the Paste features in Word or Excel to insert the copied text into a new or existing file.

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